



# Garden House Nursery School

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## Terms and Conditions

NURSERY Copy – Please Sign & Return to the Office

### Enrolment/Booking

There is no Enrolment/Booking fee.

All children must be enrolled at the Nursery before they can attend. A full set of enrolment forms must be fully completed and submitted for each child in a family.

### Opening Hours

The Nursery is open from 7.30am to 6.00pm except on public/bank holidays and Christmas Week (see below).

*The Nursery is neither registered nor insured outside these times.* Children **cannot**, under any circumstances be accepted into the Nursery before 7.30am. Children **must** be collected before 6.00pm.

If parents/carers are unavoidably delayed, and cannot collect by this time, then arrangements must be made for someone else to collect. (A Password System is in place)

After 6.00pm, if a child is left without collection, there will be a '**Late Charge**' of **£5.00** for every 5 minutes or part thereof. Payment will be due immediately upon collection.

### Early Years Funded Sessions (For those children that attend funded 'grant' sessions ONLY - the Term after their 3rd birthday)

Session times are 9am to 12pm and 1pm to 4pm. Children will not be accepted into the nursery before the start of their session. There is no flexibility of the times of the funded sessions.

If a child is left without collection by the end of their session, there will be a '**Late Charge**' of the current **hourly rate**. Payment will be due immediately upon collection.

### Safety

Whilst waiting for the Nursery to open, and once a child has been collected, children are under the responsibility of their parent/carer. Children must be fully supervised at all times.

We follow a strict **No Smoking** policy; the whole of the nursery grounds are a no smoking area. We discourage anyone from smoking at the front of the premises.

In unforeseen circumstances, it may be necessary for staff to ask parent/carers to remain with your child until the correct number of staff are in place and our Staff:Child ratio's are met.

### Trial Sessions

A free trial session is offered to all children. A second free trial is offered to children attending the Baby Room only. At the Manager's discretion, further free trial sessions may be offered to **all** children to help you, the parent/carer, and your child to settle at Nursery.

Trial sessions are set at the hours of; 9.30 - 11.30am and 1.30 - 3.30pm.

**Fees**

Fees can be paid by Standing Order, Credit or Debit card, cash or cheque. We also accept all major providers of Childcare Vouchers.

If a payment by cheque is returned unpaid, we will not accept any further cheques from that account holder until a satisfactory explanation has been received and at the managers discretion.

Fees are due **one month in advance**. All Nursery fees must be paid by the first day of the month of attendance or the place will be subject to immediate termination.

Upon starting, the full fee's due for the month/rest of the month are to be paid immediately.

An individual weekly payment plan may be agreed, i.e. weekly payments in advance, this is at the Manager's discretion.

Invoices/statements of account are handed directly to you or placed in the child's bag/with their belongings. *It is the parent/carer's responsibility to ensure they have received their bill by the time payment is due.*

All changes in attendance must be notified one month in advance, **in writing**, or the full fee will apply.

Please note; all fees are reviewed at the end of the year and a new fees structure put in place **every January 1st**.

**Discounts**

There is a **50%** discount for holidays subject to the following terms;

All holidays must be notified, **in writing**, one month in advance to qualify for the 50% holiday discount. Holiday forms are available in the nursery entrances or upon request from a staff member. Any holidays taken at less than one month's notice will be charged at the **full rate**.

The Nursery is closed for one week from Christmas Day. These days are charged at 50% of regular bookings.

The Nursery is closed on Bank Holidays. These days are charged at 50% of regular bookings.

A discount of 10% for the oldest child's bill will apply to siblings attending the Nursery with regular bookings. This offer does not apply to Out of School care or to 'Settling In' sessions.

Employees of **Willis** can receive a 10% discount of nursery fees for the *first Year* of care. This offer does not apply to Out of School care or to 'Settling In' sessions. Proof of current employment by Willis must be shown to the manager in order to qualify for this discount.

**Sickness**

There is a clear Exclusions (Sickness) Policy available to all parents on registration - it is also displayed in the main nursery entrance.

Children who are unwell should **not** be brought to Nursery. If in doubt please telephone the Nursery for advice or refer to the Exclusions Policy.

Full fees are payable for children who are 'off sick' unless the period extends for over one month in which case a 50% discount will apply.

Children who become unwell during the day **must** be collected from Nursery. There will be no refund of fees in this instance.

Days off for children to attend Hospital appointments have a 50% discount applied. Proof of appointment must be shown to the Manager.

**Changes To/Termination of Place**

All parents/carers are required to give one month's notice, in writing, of termination or reduction of their child's place. Termination or reduction of less than one month's notice shall be liable to the normal monthly fee in lieu of notice.

**Hours of Attendance - Please state your contracted times with *Earliest* time of arrival & *Latest* time of Departure.**

<b>Time In</b>		<b>Time Out</b>	
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**Signature(s)**

Please sign below and keep a second copy for future reference. Please note that by signing these terms you are agreeing to abide by the conditions within. *If you fail to agree to, and sign, our Terms & Conditions your child will not be offered a place at Garden House Nursery.*

**Parent/ Carer 1**

**Parent/ Carer 2**

<b>Print Name</b>		<b>Print Name</b>	
<b>Signature</b>		<b>Signature</b>	
<b>Date</b>	____ / ____ / 20__	<b>Date</b>	____ / ____ / 20__